

Why has the Verification Summary Report changed?

- Expiration of the form
- Healthy Hunger-Free Kids Act of 2010 changed the Program requirement
- Need for more data collection
- New Name: Verification Collection Report or FNS 742

Where is Verification data used?

State agency's direct certification rate

Non-Response Rate

Office of Policy Support (OPS) studies

Roles in the Verification Process

- The RCCI, SA, and FNS all have key roles in the process
- RCCI responsible for verification activities
- SA aggregates data and submits to FNS; provides training to RCCIs on achieving better verification results
- FNS-HQ analyzes data and submits a Report to Congress

Key Verification Dates

October 1: RCCIs with day students determined the

total number of applications on file for

the current school year as of October 1

October 31: RCCIs determined the total number of

students enrolled for the current SY as of

this date

November 15: RCCIs completed verification activities

February 1: RCCIs report verification results to the

SA by February 1, 2014

AN OVERVIEW OF THE CHANGES TO THE VERIFICATION COLLECTION REPORT

A brief overview of the changes.

- Report's layout is different
- Report has 5 separate sections
- <u>All</u> SFAs & RCCIs participating in the NSLP must complete the new form in the applicable sections
- RCCI's and SFAs with alternate provisions must complete the FNS-742 report in the applicable sections

5 Sections of new Verification Collection Report

- Section 1: Total number of schools, RCCIs, and enrolled students
- Section 2: RCCIs with alternate provisions
- Section 3: Students approved free but not subject to verification
- Section 4: Students approved Free/Reduced via household application
- Section 5: Verification Results

A REVIEW OF VERIFICATION COLLECTION REPORT

General Information

SFA Verification Collection Report For School Year: 2013 - 2014 12348603 County: Tama Willow Juvenile Home Sch **General Information** Type of Organization: State Residential Child Care Institution (RCCI) Verification Contact Information Salutation First Name Last Name 1. Name: Diane Reed 2. Email Address: dreed @dhs.state.ia.us Ext: 2231 Fax: (641) 484-2816 3. Phone: (641) 484-2560 4. Title: Cook II Due Date: February 1, 2014

Instructions

Instructions

ANNUALLY, each SFA, including ALL RCCIs, with schools operating the National School Lunch Program (NSLP) and/or School Breakfast Program (SBP) must report verification information. All SFA's, including SFAs with all schools exempt from verification requirements, must complete applicable sections.

NOTE: SFAs that are Special Milk Only are exempt from filing a SFA Verification Collection Report.

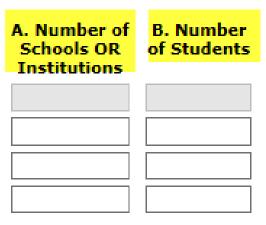


Section 1: Total Schools, RCCIs, and Enrolled Students

Section 1 - Total Schools, Residential Child Care Institutions (RCCIs), and Enrolled Students

All SFAs must report Section 1. Report schools or institutions operating the NSLP and/or SBP as of the **last operating day in October.**

- 1-1 Total schools (Do not include RCCIs):
- 1-2 Total RCCIs (Do not include schools counted in 1-1):
- 1-2a RCCIs with day students (Report ONLY day students in 1-2aB):
- 1-2b RCCIs with NO day students:



Section 1: Total Schools, RCCIs, and Enrolled Students

Section 1 - Total Schools, Residential Child Care Institutions (RCCIs), and Enrolled Students

All SFAs must report Section 1. Report schools or institutions operating the NSLP and/or SBP as of the **last operating day in October.**

- 1-1 Total schools (Do not include RCCIs):
- 1-2 Total RCCIs (Do not include schools counted in 1-1):
- 1-2a RCCIs with day students (Report ONLY day students in 1-2aB):
- 1-2b RCCIs with NO day students:

| Schools OR Institutions | of Students | | |
|----------------------------|-------------|--|--|
| | | | |
| 5 | 265 | | |
| 4 | 100 | | |
| 1 | 25 | | |

| RCCI | Day Students | Residential Students | All Students |
|-------|--------------|----------------------|--------------|
| 1 | 50 | 10 | 60 |
| 2 | | 25 | 25 |
| 3 | 30 | 30 | 60 |
| 4 | 5 | 100 | 105 |
| 5 | 15 | | 15 |
| Total | 100 | | 265 |



Section 2: RCCIs operating alternate provisions

Section 2 - SFAs with schools operating alternate provisions

Only SFAs with alternative provisions must report Section 2. Report schools or institutions operating the NSLP and/or SBP as of the last operating day in October.

- 2-1 Operating Provision 2/3 in a BASE year for NSLP and SBP:
- 2-2 Operating Provision 2/3 in a NON BASE year for NSLP and SBP:
- 2-2a Provision 2/3 students reported as FREE in a NON BASE year:
- 2-2b Provision 2/3 students reported as REDUCED PRICE in a NON BASE year:
- 2-3 Operating the Community Eligibility Option (CEP):
- 2-4 Operating other alternatives for NSLP and SBP:
- 2-5 Operating an alternate provision(s) for only SBP or only NSLP:

| A. Number of Schools AND Institutions | |
|---------------------------------------------|--|
| | |
| | |
| | |
| | |
| | |
| | |
| | |



What's Changed in Section 3:

• The break out of data:

- Students certified using SNAP;
- All other certified students (e.g. TANF, FDPIR); and
- Those certified through SNAP letter method.

Section 3: Students approved as FREE eligible NOT subject to verification

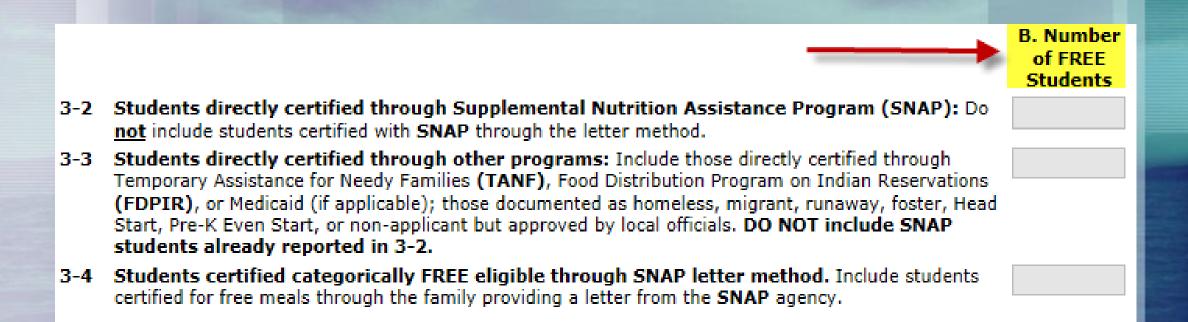
Section 3 - Students approved as FREE eligible NOT subject to verification

All SFAs must report Section 3 or check box 3-1 if applicable. Report students approved FREE eligible as of the **last operating** day in October.

3-1 Check the box only if all schools and/or RCCIs in the SFA were not required to perform direct certification with SNAP (i.e. NON BASE year Provision 2/3 for all schools)



Section 3: Students approved as FREE eligible NOT subject to verification





Section 4: Students approved as FREE or REDUCED PRICE eligible through a household application

Section 4 - Students approved as FREE or REDUCED PRICE eligible through a household application

ALL SFA collecting applications must report Section 4. Report number of applications (A) approved as October 1st. Report number of students (B) as of the last operating day in October.

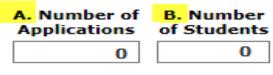
- 4-1 Approved as categorically FREE Eligible. Based on those providing documentation (e.g. a case number for SNAP, TANF, FDPIR on an application)
- 4-2 Approved as FREE eligible. Based on household size and income information.
- 4-3 Approved as REDUCED PRICE eligible. Based on household size and income information.

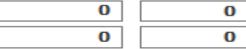
A. Number of Applications B. Number of Students

Section 4 - Students approved as FREE or REDUCED PRICE eligible through a household application

ALL SFA collecting applications must report Section 4. Report number of applications (A) approved as October 1st. Report number of students (B) as of the last operating day in October.

- 4-1 Approved as categorically FREE Eligible. Based on those providing documentation (e.g. a case number for SNAP, TANF, FDPIR on an application)
- 4-2 Approved as FREE eligible. Based on household size and income information.
- 4-3 Approved as REDUCED PRICE eligible. Based on household size and income information.







T-1 and T-2 - what does it mean?

T-1 Total FREE Eligible Students Reported 0
T-2 Total REDUCED PRICE Eligible Students Reported 0

 T-1 and T-2 = Total FREE and REDUCED PRICE eligible students reported − for RCCIs that have only residential students these will be zero





Section 5-1: Exempt from Verification

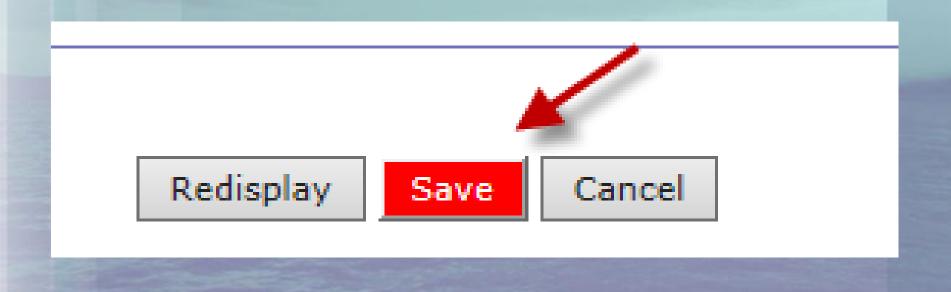
Section 5

ALL SFAs must report Section 5 or check box 5-1 if applicable

5-1 Check the box if ALL schools and/or RCCIs are exempt from verification. If 5-1 is checked, no further reporting in Section 5 is required.



Saving the Verification Collection Report



SFA Verification Collection Report For School Year: 2013 - 2014

The Verification Report has been processed.

Created By: ccphard on 11/20/2013 10:59:20 AM Modified By: ccphard on 12/19/2013 9:04:52 AM

Edit

Finish

Processed Messages

SFA Verification Collection Report For School Year: 2013 - 2014

The Verification Report has been processed with warnings.

Created By: 1AR34200000 on 12/19/2013 9:34:29 AM Modified By: 1AR34200000 on 12/19/2013 9:37:26 AM

Edit

Finish

SFA Verification Collection Report For School Year: 2013 - 2014

The Verification Report has been processed with errors.

Information entered is either incomplete or is not in compliance with the Department of Education - TEST rules and regulations. All errors listed on the form must be corrected before the Verification Report can be processed. You may correct the errors now by clicking 'Edit' or you may return to the Verification Report later.

Created By: 1AR34200000 on 12/19/2013 9:34:29 AM Modified By: 1AR34200000 on 12/19/2013 9:49:06 AM

Edit

Finish

Resources:

- For assistance:
 - Contact your area consultant
 - Deb Linderblood at Deb.Linderblood@iowa.gov
 - Patti Harding at Patti.Harding@iowa.gov



RCCIs with both residential and day students

Line 3-2

3-2 Students directly certified through Supplemental Nutrition Assistance Program (SNAP): Do not include students certified with SNAP through the letter method.



Line 3-2 is very important for SNAP direct certification performance rate calculations

Include all SNAP direct certifications in this count.

If a student is SNAP directly certified along with another program (i.e. SNAP/TANF), classify it as a SNAP direct certification. Include it in the count on this line, not on another line—SNAP takes precedence.

Example of SNAP/Combo

| Search Results: | | | | | | | | | | | |
|-----------------|--|--------------------|-----------------|---------------------|----------------------|---------------------------|----------------------------|----------------|--------------------|------------------------------|-----|
| | | SRI Local ID | SRI State ID | DHS Last Name | DHS First Name | SRI School Building | <u>SRI</u> <u>Grade</u> | DHS Birth Date | Food Assistance | <u>Foster</u> <u>Care</u> | FIP |
| | | | | JOHNSON | JOHN | 0409 | | 08/23/2001 | 1 | | |
| | | | | JOHNSON | JOHN | 0223 | 06 | 05/13/2001 | 1 | | |

Line 3-2

3-2 Students directly certified through Supplemental Nutrition Assistance Program (SNAP): Do not include students certified with SNAP through the letter method.



Line 3-2 is very important for SNAP direct certification performance rate calculations

If a student is extended eligibility for free meals because someone else in the household receives SNAP, classify it as SNAP direct certification, and include it in this count.

Line 3-2

3-2 Students directly certified through Supplemental Nutrition Assistance Program (SNAP): Do not include students certified with SNAP through the letter method.

AP): Do

If the student shows up on the E-LookUp as SNAP by the last operating day in October (even if initially certified in another way), classify them as a SNAP direct certification and include them in this count. These are classified as converted.

Otherwise ...

- Do <u>NOT</u> include SNAP "letter method" counts here.
- Do <u>NOT</u> include SNAP students certified using case numbers written on an application.

Example of Section 3-2

3-2 Students directly certified through Supplemental Nutrition Assistance Program (SNAP): Do not include students certified with SNAP through the letter method.

388

| **How 3-2 was calculated | |
|----------------------------------------------------------------------------------------------------------------------|------------|
| Method of Certification | # Students |
| SNAP Directly Certified | 340 |
| SNAP/Combo (ie SNAP/TANF) Directly Certified | 21 |
| SNAP Extended Eligibility | 15 |
| Converted to SNAP Direct Certified by last operating day in October after shows up on SNAP Direct Certification list | 12 |
| Total SNAP Directly Certified | 388 |

Example of Section 3-3

3-3 Students directly certified through other programs: Include those directly certified through
Temporary Assistance for Needy Families (TANF), Food Distribution Program on Indian Reservations
(FDPIR), or Medicaid (if applicable); those documented as homeless, migrant, runaway, foster, Head
Start, Pre-K Even Start, or non-applicant but approved by local officials. DO NOT include SNAP
students already reported in 3-2.

Example of Section 3-4

3-4 Students certified categorically FREE eligible through SNAP letter method. Include students certified for free meals through the family providing a letter from the SNAP agency.



What's Changed in Section 4:

No Changes

But what's important to remember is:

- All RCCIs collecting household applications must report this section
 - Including RCCIs in a Provision 2/3 base year
- Report number of applications (A) approved <u>as of</u> October 1st
- Report number of students (B) as of the <u>last operating</u> day in October

Section 4 - Students approved as FREE or REDUCED PRICE eligible through a household application ALL SFA collecting applications must report Section 4. Report number of applications (A) approved as October 1st. Report number of students (B) as of the last operating day in October. A. Number of Applications of Students 4-1 Approved as categorically FREE Eligible. Based on those providing documentation (e.g. a case number for SNAP, TANF, FDPIR on an application) 4-2 Approved as FREE eligible. Based on household size and income information. 4-3 Approved as REDUCED PRICE eligible. Based on household size and income information.

Example of Section 4:

| 4-1 | Approved as categorically FREE Eligible. Based on those providing |
|-----|----------------------------------------------------------------------------|
| | documentation (e.g. a case number for SNAP, TANF, FDPIR on an application) |

- 4-2 Approved as FREE eligible. Based on household size and income information.
- 4-3 Approved as REDUCED PRICE eligible. Based on household size and income information.

| A. Number of Applications | B. Number of Students | | |
|------------------------------|--------------------------|--|--|
| 75 | 100 | | |
| 125 | 200 | | |
| 50 | 150 | | |

T-1 and T-2 - what does it mean?

| T-1 | Total FREE Eligible Students Reported | 300 |
|-----|------------------------------------------------|-----|
| T-2 | Total REDUCED PRICE Eligible Students Reported | 150 |

- T-1 = Total FREE eligible students reported
- T-2 = Total REDUCED PRICE eligible students reported

T-1 = Total Free Eligible Students Reported T-1 Total FREE Eligible Students Reported

- The following lines are together:
 - Students directly certified through SNAP (3-2)
- + Students directly certified through other programs (3-3)
- + Students certified categorically FREE eligible through SNAP letter method (3-4)
- + Approved as categorically FREE Eligible (4-1)
- + Approved as FREE eligible: Based on household size and income information (4-2)
- + (if applicable): Provision 2/3 students reported as FREE in NON BASE year (2-2a)

Total FREE Eligible Students Reported

T-2 = Total Reduced Eligible Students Reported T-2 Total REDUCED PRICE Eligible Students Reported

• The following lines are added together:

Approved as REDUCED PRICE eligible (4-3)

+ (if applicable): Provision 2/3 student reported as REDUCED PRICE in a NON BASE year (2-2b)

Total REDUCED PRICE Eligible Students Reported

Section 5-2: Verification Completed

5-2 Was verification performed and completed?

- O Yes, completed by November 15th
- O Yes, completed after November 15th
- O No, verification was NOT performed or the process was not completed

Section 5-3: Type of Verification

5-3 Type of Verification process used:

- O Standard (Lesser of 3% or 3,000 error-prone)
- Alternate one (Lesser of 3% or 3,000 selected randomly)
- O Alternate two (Lesser of 1% or 1,000 error prone applications PLUS lesser of one-half of one percent or 500 applications with SNAP/TANF/FDPIR case numbers)

Section 5-4: Error Prone Applications

5-4 Total ERROR PRONE applications: Report all applications as of October 1st considered error prone.



Section 5-5: Applications Selected For Verification

5-5 Number of applications selected for verification sample:

Example of Section 5 (5-4 thru 5-5)

- The sample pool for our example pool equals 55 approved applications
- 5-4 Total ERROR PRONE applications 15
- 5-5 Number of applications selected for verification sample: 2

Section 5-6 and 5-7: Direct Verification Results

ALL SFAs must report 5-7 or check box 5-6 if applicable. 5-6 Check the box if direct verification was not conducted in the SFA, (i.e. not one of the schools and/or RCCIs in the SFA performed direct verification). If 5-6 is checked, skip 5-7. A. Number of B. Number Applications of Students Confirmed through direct verification: Report if FREE and/or REDUCED PRICE eligibility is confirmed through direct verification with SNAP/TANF/FDPIR/MEDICAID as of November 15th. 5-6 Check the box if direct verification was not conducted in the SFA, (i.e. not one of the schools √ and/or RCCIs in the SFA performed direct verification). If 5-6 is checked, skip 5-7. A. Number of B. Number of Students Applications 5-7 Confirmed through direct verification: Report if FREE and/or REDUCED PRICE eligibility is confirmed through direct verification with SNAP/TANF/FDPIR/MEDICAID as of November 15th.

Section 5-8: Results of Verification by Original Benefit Type

| 5-8 | For each original ben | nefit type (A, B, & each result categor | on by Original Benefit Type fit type (A, B, & C), report the number of applications and students as of ch result category (1, 2, 3, & 4). Do NOT include students and applications 7A or 5-7B. | | | | |
|-----|---------------------------------------------------------|---------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|-----------------------------|-----------------------------------------------------|--------------------------------|
| | Result Category | A. FREE-Cate Eligit Certified as FRI SNAP/TANI documentation number) on a | ole EE based on F/FDPIR n (e.g. case | B. FREE- Certified as Fi income/hou applic | REE based on sehold size | C. REDUCED P Certified as RE based on income applic | DUCED PRICE /household size |
| | 1. Responded, NO | a. Applications | Students | Applications | Students | a. Applications | Students |
| i | 2. Responded, Changed to REDUCED PRICE / FREE: | REDUCED | PRICE | REDUCE | D PRICE | FR | EE |
| i | 3. Responded, Changed to PAID: | | | | | | |
| i | 4. NOT Responded, Changed to PAID: | | | | | | |

Responded vs. Not Responded

Responded Means:

The household provided sufficient documentation.

This includes verbal or written notification that the household declines benefits.

Not Responded Means:

The household did not provide sufficient documentation or the household did not provide a response.

Section 5-8: Results of Verification by Original Benefit Type – Example 1

| El Certified as SNAP/T documenta | A. FREE-Categorically Eligible Certified as FREE based on SNAP/TANF/FDPIR documentation (e.g. case number) on application | | B. FREE-Income Certified as FREE based on income/household size application | | C. REDUCED PRICE-Income Certified as REDUCED PRICE based on income/household size application | |
|-----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|--------------------|-----------------------------------------------------------------------------|--------------------|--------------------------------------------------------------------------------------------------------|--|
| a. Application | b. Students | a. Applications | b. Students | a. Applications | b. Students | |
| 1. Responded, NO CHANGE: | 0 | 3 | 5 | 0 | 0 | |
| 2. Responded, Changed to REDUCED PRICE / 0 FREE: | ED PRICE 0 | REDUCEI 0 | D PRICE 0 | FRI 0 | 0 | |
| 3. Responded, Changed to PAID: | 0 | 0 | 0 | 0 | 0 | |
| 4. NOT Responded, 0 Changed to PAID: | 0 | 1 | 3 | 0 | 0 | |

Section 5-8: Results of Verification by Original Benefit Type – Example 2

| Result Category | A. FREE-Categorically Eligible Certified as FREE based on SNAP/TANF/FDPIR documentation (e.g. case number) on application | | B. FREE-Income Certified as FREE based on income/household size application | | C. REDUCED PRICE-Income Certified as REDUCED PRICE based on income/household size application | |
|---------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|----------------|-----------------------------------------------------------------------------|----------------|-----------------------------------------------------------------------------------------------|----------------|
| | a. Applications | b. Students | a. Applications | b. Students | a. Applications | b. Students |
| 1. Responded, NO CHANGE: | 0 | 0 | 0 | 0 | 0 | 0 |
| 2. Responded, Changed to REDUCED PRICE / FREE: | REDUCED | PRICE 0 | REDUCE | D PRICE | FRI 0 | 0 |
| 3. Responded, Changed to PAID: | 0 | 0 | 0 | 0 | 2 | 5 |
| 4. NOT Responded, Changed to PAID: | 1 | 3 | 0 | 0 | 0 | 0 |

VERIFICATION FOR CAUSE

Applications Verified for Cause

VC-1 Total questionable applications verified for cause (Enter "N/A" if not applicable): Report the number of applications as of November 15th verified for cause in addition to the verification requirement.



- VC-1: Report the total number of household applications verified for cause, as of Nov. 15th, if applicable;
- These applications are outside the standard verification process; i.e., they are NOT considered part of the required sample size;

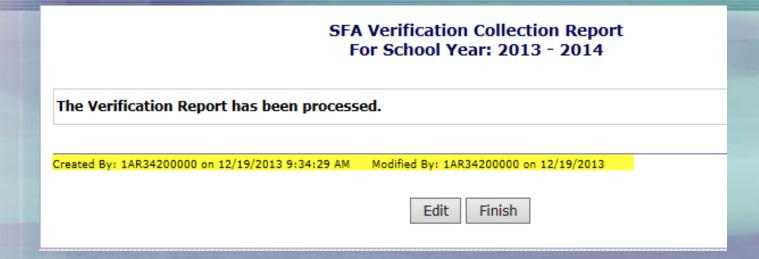
Applications Verified for Cause

• Verification results based on applications reported in **question 5-8** should include both the results of verification from the verification process <u>AND</u> the results from any applications verified for cause reported in **VC-1**.

Submitting report



Processed Messages



Processed Messages

SFA Verification Collection Report For School Year: 2013 - 2014

The Verification Report has been processed with warnings.

Created By: 1AR34200000 on 12/19/2013 9:34:29 AM Modified By: 1AR34200000 on 12/19/2013 9:37:26 AM

Edit

Finish

Processed Messages

SFA Verification Collection Report For School Year: 2013 - 2014

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Error Message

| Code | Error Description |
|-------|---------------------------------------------------------------------------------------------------------|
| 15160 | Results of Verification - 5.5 Number of Applications selected for verification sample must equal sum of |
| | Applications in Section 5-7 + Section 5-8. |

